

~~CONFIDENTIAL~~

Chief, Inspection and Security

20 May 1969

Services Officer

Classification of Requisitions

1. Requisitions for supplies and equipment required by SOO or OPC, authorizing the use of unvouchered funds for the purchase of standard equipment, are frequently received and such requisitions, as a matter of practice, have been classified Confidential or higher. It has been contended that the reason for the classification is that anything involving the use of unvouchered funds must bear a minimum classification of Confidential.

2. However, in processing these requisitions and issuing purchase orders or contracts to vendors, it is not practical nor in most cases necessary that the outgoing document be classified, and in fact to do so, would arouse the suspicions of the vendor rather than to protect the classification of the final use of the equipment.

3. After some discussion with the General Counsel and members of the Services Office (Covert) it has been decided to recommend that the Chief, Inspection and Security approve the elimination of classifications on the outgoing document wherein the purchase of standard equipment and the use of unvouchered funds is involved. If this procedure is approved, the classification of the requisition will be maintained for all files within CIA.

4. The existing security regulations, it is believed, do not authorize such a procedure without the approval of the Chief, Inspection and Security. Therefore, your approval of this procedure is requested.

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cc: Mr. Houston

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